

ROCHESTER PARK AND RECREATION DEPARTMENT
201 4 STREET SE ROOM 150
ROCHESTER, MINNESOTA 55904

PLUMMER HOUSE RULES AND REGULATIONS

PLEASE READ CAREFULLY

1. 2015 Rates: \$450.00 + tax for 1 to 100 people Monday through Thursday
\$700.00 + tax for 1 to 100 people Friday, Saturday and Sunday
2. The **MAXIMUM** number of people allowed at any event at the Plummer House is 100, whether the function is held indoors or outside.
3. The rental fee is for the Plummer House itself. The grounds may be used when renting the House but cannot be reserved. The grounds are considered a public park and are open to the public. Signs are posted during private events to notify the public that there is an event taking place. Renters are allowed to use the first and second floors of the Plummer House. The third floor ballroom is not to be used for functions. The ponds in the lower gardens are turned on May 15th and drained after September 15th. The gate at the top of the service road leading to the lower gardens is kept locked. It can be opened to allow handicap accessibility by contacting the caretaker and making arrangements. Hauling of any furniture/equipment via the service road is NOT ALLOWED.
4. Tents are not allowed to be placed anywhere on the grounds.
5. NO DANCES ARE ALLOWED. Background music such as pianos, small combos or recorded music is acceptable. No bands or music machines. The electronic piano in the living room can be used, but it must be left in its present location. The on/off button to the piano is located to the lower left of the keyboard.
6. The Plummer House is open to renters from 9:00 a.m. to 11:00 p.m. Renters are responsible for set-up and clean up of their function. Clean up includes putting trash in proper containers, clean up of the kitchen, putting tables and chairs away, and putting furniture back in original location.
7. All candles must be DRIPLESS and have a protective covering under them.
8. Any type of rehearsal would have to be accommodated within the 9:00 a.m. to 11:00 p.m. timeframe on the date of rental. Rehearsals are not allowed the evening before your event unless you have rented the House for the rehearsal.
9. Any and all graduation events held at the Plummer House are limited to no more than two (2) families.
10. Renters may use any caterer they want. No restrictions. Food should be served and eaten on the main floor only.

11. Renters are responsible for the conduct of their guests and for any damage to the Plummer House or its contents.
12. Renters are responsible to inform anyone involved in setup and tear down of the rules and regulations.
13. Movement of any furniture should be done by lifting rather than dragging on oriental rugs or floors. Furniture should not be stacked on top of each other when moving it from its location.
14. All wall hangings must remain where they currently exist.
15. There is parking to accommodate approximately 40 cars. Please park in an orderly manner. **NO PARKING IN CIRCLE DRIVE IN FRONT OF THE HOUSE.**
16. No throwing of rice, bird seed or confetti in the Plummer House or near the front door.
17. There are 10 eight-foot banquet tables, 13 sixty-inch round tables and approximately 100 chairs available for use at the House. Chairs with cloth coverings should not be used for outside functions. No tables or chairs are allowed to be set up on the second floor. There are no tablecloths. The kitchen is equipped with a stove, a refrigerator (with freezer) and a commercial-style dishwasher. A 90-cup coffee maker is available (takes 5 to 7 cups of ground coffee per pot). The fireplace in the living room is functional. Wood is provided - please provide paper and kindling to start fire.
18. There is no AV equipment available (TV, VCR, screens, etc.)
19. **REFUND POLICY** – Cancellations will be accepted in writing until 3 months (90 days) prior to the event. We will refund all but \$100.00. No refund if cancelled within 90 days.
20. A \$200.00 deposit is required to secure any reservations for the following year only if rates have not been set.
21. Contacts: Reservations – Kelly Evans, 507-328-2534, kevans@rochestermn.gov
 Caretaker – Les & Sandy Cookman, 507-281-6182 (h), 507-261-4696 (cell)